



# Tiffany Fick

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

- Advanced Office Administration (i.e.Receptionist/Secretarial/Data Capturer/Filing Clerk/Call Centre Agent - all round experience);
- Advertising

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A few of my attributes listed below:

- Hardworking, honest and loyal;
- Efficient as well as a fast learner;
- Punctual and organised;
- Reliable, independent worker as well as a good team player.

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The next job that I am interested in, should be at a company that has been stable and that has grown throughout the years built from a solid background/foundation. To be employed by a company that is well structured placed in a challenging, exciting, motivating position and securely looked after by the employer.

Preferred occupation

Secretaries

Administrative jobs

Administrators

Administrative jobs

Marketing products and advertising

Ads, marketing jobs

Telemarketers

Sales jobs

Waiters, waitresses

Restaurant, bar service jobs

Bartenders

Restaurant, bar service jobs

**Receptionists**

Hotel jobs

**Cashiers**

Retail, store jobs

**Shop assistants**

Retail, store jobs

**Part time jobs**

Part time, weekend jobs

Preferred work location

**Port Elizabeth**

Eastern Cape

**Cape Town**

Western Cape

### **Contacts and general information about me**

Day of birth 1983-01-11 (43 years old)

Gender Female

Residential location **Port Elizabeth**

Eastern Cape

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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### **Work experience**

Working period	<b>nuo 2015.03 iki 2016.06</b>
Company name	BLC Attorneys
You were working at:	Lawyers
Occupation	Filing Clerk/Junior Secretary
What you did at this job position?	<ul style="list-style-type: none"> <li>■ Provided secretarial and administrative support; ■ Ensured effective and efficient office operations; ■ Answering and transferring of calls to the relevant attorney whom is handling a specific matter also conveying of messages when required; ■ Responsible for handling the mail that is delivered thrice on a daily basis to BLC's offices as well as allocating the mail to the relevant matters before handing the clients' file to the respective attorney whom is foreseeing the case; ■ In charge of capturing and updating trial dates on a master list on an excel spreadsheet as well as on the managing directors trial list board; ■ Sorting out and compiling documents in the respective order for each matter; ■ Photocopying specified documents in each matter and compiling a brief, prepared and handed over to the Advocate for perusing before the trial goes to court; ■ Updating, amending, closing of matters on the system that has been settled and proceeding with AJS printouts and sent to the cost consultant for billing to be processed. Once the billing has been completed and the files are sent back, await the following instructions from the managing director to close the matter and lastly prepare the file to be placed in archive; ■ Handling over 800 files in High Court/Magistrate/Regional Court including Med-Scheme files and responsible for drawing diary files on a daily basis, diarised by the managing director, attorneys and certain employees; ■ General office duties as well as assisting the managing director where needed.</li> </ul>

Working period	<b>nuo 2014.11 iki 2015.03</b>
Company name	Tiger Wheel & Tyre
You were working at:	Auto mechanics
Occupation	Admin/Cashier/Receptionist
What you did at this job position?	<ul style="list-style-type: none"> <li>■ Answering a busy Switchboard; ■ Assisting customers; ■ Handling of all cash in take on purchases/payments; ■ Cashing up; ■ Handling of all printouts for Senior administrator; ■ Punching off invoices; ■ Payments on Pro IV; ■ General office duties – assistance all round.</li> </ul>

### Education

Degree	Grade 12 / Matric
Educational institution	Lawson Brown High School
Educational qualification	Grade: 12

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good
Afrikaans	good	very good	good

## Computer knowledge

I am computer literate. I excelled in MS Word/Excel/Microsoft Outlook/Powerpoint and Speedtyping.

The following Operating Systems that I've worked on are listed below:

- AS400
- Pro IV
- AJS

• OS Windows, Mac OS, Microsoft Office, Adobe Reader/format, Apple.

## Recommendations

Contact person	Mrs. S. Tifloen
Occupation	Managing Director
Company	BLC Attorneys
Telephone number	082 745 4596
Email address	stifloen@blclaw.co.za

## Additional information

Your hobbies	My hobbies are the following: <ul style="list-style-type: none"><li>• Reading;</li><li>• Socialising;</li><li>• Playing and watching hockey;</li><li>• Watching various sport such as swimming/basketball/gymnastics etc;</li><li>• Brainstorming/Creating new ideas for various possible opportunities.</li><li>• Listening to music;</li><li>• Singing and dancing.</li></ul>
Driver licenses	None
Salary you wish	7500+ R per month